

IPEDS Web-Based Data Collection, Winter 2003-2004
Edit Specifications for Fall Staff (short version - S2)
(Nondegree-granting institutions that have 15 or more full-time employees)

- Fall Staff (short version - S2) Screening Question

Responses to screening questions determine whether or not particular components of the winter collection need to be completed. The Fall Staff (short version - S2) screening question follows:

- **Does your institution have any part-time employees?** ☐ Yes / ☐ No

If you answer Yes to the above question, you will be provided the screens to report part-time faculty and staff.

- Part A (Full-Time Employees)

The **total number of full-time men, total number of full-time women, and grand total of full-time men and women** are automatically generated based on the number of full-time employees reported by primary occupational activity and race/ethnicity for each applicable section.

- Part B (Part-Time Employees)

The **total number of part-time men, total number of part-time women, and grand total of part-time men and women** are automatically generated based on the number of part-time employees reported by primary occupational activity and race/ethnicity for each applicable section.

- Part C (Summary of Full-Time and Part-Time Employees)

The **total number of men by race/ethnicity** is automatically generated based on the total number of full-time men reported in Part A and total number of part-time men reported in Part B. Likewise, the **total number of women by race/ethnicity** is automatically generated based on the total number of full-time women reported in Part A and total number of part-time women reported in Part B.

- Current Year Versus Prior Year Comparisons

The following table lists edits performed based on the total number of employees reported this year (current year - CY) compared to the total number of corresponding employees reported for the Winter 2001-2002 survey year (prior year - PY), which was the last year the Fall Staff component was required. (The reporting of Fall Staff data for Winter 2002-2003 was optional.) (NOTE: CY/PY edits are not performed if there is no PY data.)

Current Year (CY) / Prior Year (PY) Edits

If CY value is	And PY value is	Expected CY range is	Action required
<25	<25	N/A (No CY/PY edits are performed)	None
>=25	>0 and <25	Between .75 and 1.3 of PY value	Explanation required
any value	>=25 and <=150	Between .75 and 1.3 of PY value	Explanation required
any value	>150	Between .85 and 1.2 of PY value	Explanation required

- Winter Cross-Survey Edit Specifications

Data in Fall Staff that are compared to data in other Winter survey components can be found at Winter Cross-Survey Edit Specifications.